

Subject: Update regarding your application for the [Company Name] talent pool

Dear [Candidate Name],

Thank you for your interest in [Company Name] and for submitting your application to our general talent pool.

We are writing to inform you that we are currently closing this specific application pool. As a result, we will not be moving forward with your application at this time.

We have decided to keep your resume on file for [Number] months should a specific role that matches your qualifications become available. However, we also encourage you to monitor our careers page and apply directly to any future job openings that align with your experience.

We appreciate the time you took to share your background with us and wish you the best of luck in your current job search.

Best regards,

[Your Name/Company Name]

[Department]